

26 September 1978

PART I - REPORT ON THE STATUS OF ACTION ON PERSONNEL-RELATED TOPICS CURRENTLY UNDER REVIEW

| Task | Responsibility | Completion Due Date | Completed | Remarks |
|---|--|------------------------|-----------|--|
| 1. Performance Evaluation Study: | | | | |
| A. Interim report to DDCI | Office of Personnel | 12 Apr 78 | 12 Apr 78 | DDCI requested Career Service management review and comments. Last Deputy Director report received in OP on 7 September 1978. A specific proposal which will incorporate changes to the current system has been developed and was discussed at the EAG meeting on 19 September 1978. The EAG members were asked to review this proposal and provide comments to the DDCI by 27 September 1978. |
| B. Final study Task Force Report to DDCI | Office of Personnel | 24 Apr 78 | 3 May 78 | |
| C. Deputy Director's comments on Task Force Report | Deputy Directors | 15 Aug 78 | 7 Sep 78 | |
| D. Collation of Deputy Directors' comments on Task Force Report | Office of Personnel (Plans & Control) | 10 Oct 78 | 17 Sep 78 | |
| E. Develop (at DDCI request) a mock-up Performance Evaluation format which incorporates features of the proposed new system for review by the EAG | Office of Personnel (Plans & Control) | 19 Sep 78 | 18 Sep 78 | |
| F. Responses to DDCI from EAG members on the proposed format and concepts | EAG Members | 27 Sep 78 | | ILLEGIB |
| 2. Preparation of a brochure on personnel policies and procedures for distribution to employees: | Office of Personnel | 15 Aug 78 | 15 Aug 78 | The draft brochure has been reviewed and final edit completed by OP and an NEAC Editor on 22 September 1978. |
| A. Final edit of draft brochure | Office of Personnel | 22 Sep 78 | 22 Sep 78 | The planned initial printing will be in 4000 copies which will permit distribution to all new employees entering on duty with copies distributed to each component's Personnel Officer for the informational use of all employees. |
| B. Review of brochure by DCI | DCI | 25 Sep 78 | | |
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| 3. Review of Agency Vacancy Notice Policy. | Office of Personnel | 15 Sep 78 | 14 Sep 78 | The Office of Personnel's paper on this subject has been received and is currently under review in the DDCI's office. |
| 4. Review of the IG proposals for revision of Agency Grievance procedures and the establishment of Channels for Dissent. | Office of Personnel | 15 Sep 78 | 14 Sep 78 | The Office of Personnel requirement for review and comment was limited to only the proposed Grievance procedures. These topics were discussed at the EAG meeting on 19 September 1978 with IG charged with drafting guidelines in an Headquarters Notice for Channels of Dissent and agreement reached on Grievance procedures to be reflected in a revised Headquarters Regulation. |
| 5. Make-up of Career Service and Sub-Career Panels. | Office of Personnel | 27 Sep 78 | 26 Sep 78 | On 13 September 1978 DDCI tasked the Office of Personnel with developing a report and proposals relative to the composition of Panels and considerations of more standardization of approaches throughout the Agency. |
| 6. Cross-Directorate Rotations: | | | | |
| A. Notification to Deputy Directors of requirements | DDCI | 28 Apr 78 | 18 May 78 | |
| B. Identification by Deputy Directors of target positions | Deputy Directors | 8 May 78 | 8 Sep 78 | As of 15 July, NFAC missing 2 job descriptions. DDO provided none. E Service did not identify specific jobs--merely noted large number of rotational assignments. New completion dates based on assumption missing information will be received by 21 July: need week to process. Last of the Deputy Director (DDO) position listings received on 8 September 1978. |

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| C. Identification of candidates by Directorate | Deputy Directors | 28 Aug 78 13 Oct 78 | 14 Oct 78 | Target position listings were compiled and forwarded to all Deputy Directors for identification of candidates on 14 September 1978. |
| D. Matching of candidates against positions | Office of Personnel | 28 Sep 78 27 Oct 78 | 9 Oct 78 | DDCI extended due date for Deputy Directors' responses on candidates to 13 October and OP's "matching" date to 27 October. |

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